

# Quarterly Workforce Planning Coordinators Meeting

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## **Slide 1 - Quarterly Workforce Planning Coordinators Meeting**

Presented by the Statewide Workforce Planning and Recruitment Unit

## **Slide 2 - Introductions**

## **Slide 3 - Objectives**

Announcements

Answers to your questions

Open discussions

## **Slide 4 - Announcements**

## **Slide 5 - Upcoming Training: Developing a Workforce Plan**

Session 1 will be held on Wednesday April 23, 2014 from 2:30 to 4:30 pm. Some topics to be covered in session 1 include how to align the workforce plan to the department's strategic direction, secure executive support, and collect relevant data.

Session 2 will be held on Tuesday May 6, 2014 from 1:30 to 3:30 pm. Some topics to be covered in session 2 include how to analyze skill and supply gaps, identify opportunities for knowledge transfer, and maintain executive support.

Session 3 will be held on Tuesday May 20, 2014 from 1:30 to 3:30 pm. Some topics to be covered in session 3 include how to develop the workforce plan, create metrics, and establish action and communication plans.

## **Slide 6 - Workforce Planning Toolkit Website**

Check out the [website](#).

## **Slide 7 - Workforce Planning Online Forum**

A tour of the Forum [website](#).

## **Slide 8 – Answers to Your Questions**

## **Slide 9 – 15 Minute Break**

## **Slide 10 – Open Discussion: Workforce Data Collection and Tracking**

## **Slide 11 – Open Discussion: Workforce Skill Analysis**

## **Slide 12 – Open Discussion: Tips for Developing Training Plans**

Training Forum available

Register at: <http://www.statetraining.ca.gov/ca-tr-guidelines.html>

## **Slide 13 – Open Discussion: Refreshing and Updating a Workforce Plan**

## **Slide 14 – Open Discussion: Best Practices for Workforce Planning**

## **Slide 15 – Open Discussion: Recruitment Challenges**

Recruitment from Rank & File to Supervision

Recruitment from private sector

Use of Training & Development assignments

## **Slide 16 – Thank You for Attending!**

Statewide Workforce Planning and Recruitment Unit Contact Info:

Email: [WFP@calhr.ca.gov](mailto:WFP@calhr.ca.gov)

Phone: 916.322.0742

Web: [CalHR.ca.gov](http://CalHR.ca.gov), click the banner on the home page